## Employee Post-Travel Disclosure of Travel Expenses

SECRETARY OF THE SENATE PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

		one records in 232 ma	rt Dunding.	1
In compliance with Rube reimbursed/paid for	ule 35.2(a) and (c), I note in the result of	nake the following disclent	osures with respect to	travel expenses that have been o
☐ The <u>original</u> Emple	oyee Pre-Travel Autho	orization (Form RE-1), sertification Form with all	AND l attachments (itineral	ry, invitee list, etc.)
Private Sponsor(s) (lis	GLOBAL WO	MEN'S INNOVATIO		•
ravel date(s):	9 - OCT 11, 2017	• •		
Name of accompanyin Relationship to Travel	g family member (if a er:   Spouse	ny): Child		
F THE COST OF LODE  NCLUDE LODGING Concerns of the content of the	COSTS IN EMPLOYEE	EASE DUE TO THE ACC EXPENSES. (Attach addit	COMPANYING SPOUS	SE OR DEPENDENT CHILD, ONL y.)
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate	466.53	410.00	155.85	
⊠ Actual Amount				
xpenses for Accomp	anying Spouse or De	pendent Child (if applic	able):	
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
☐ Good Faith Estimate				
□ Actual Amount				
rovide a description (secessary.): AGEND	of all meetings and ev A INCLUDED IN F	ents attended. <i>Sèe</i> Senate PACKET	e Rule 35.2(c)(6). (A	ttach additional pages if
·	<u> </u>			
1-19-17	VI MORIA FL	-001)	Mato	na Hool:
(Date)		ame of traveler)	<del></del>	(Signature of traveler)
		MEMBER/OFFICER:		
lave made a determin thorization form, are	ation that the expense necessary transportat	s set out above in connection, lodging, and related	ctions with travel desc expenses as defined	cribed in the <i>Employee Pre-Trav</i> in Rule 35.

(Revised 1/3/11)

PAT ROBERTS, KANSAS JAMES E. RISCH, IDAHO BRIAN SCHATZ, HAWAII
JEANNE SHAHEEN, NEW HAMPSHIRE

DEBORAH SUE MAYER, CHIEF COUNSEL AND STAFF DIRECTOR EMILY GERSHON, CHIEF CLERK

TELEPHONE: (202) 224-2981 FACSIMILE: (202) 224-7416 TDD: (202) 228-3752

## United States Senate

SELECT COMMITTEE ON ETHICS

September 21, 2017

Victoria Flood Office of Senator Shelley Moore Capito United States Senate Washington, DC 20510

Dear Ms. Flood:

This responds to your recent correspondence concerning an invitation you received to travel to the GlobalWIN Seattle Senate Staff Delegation Trip, in Seattle, Washington, on October 9-11, 2017, sponsored by the Global Women's Innovation Network (GlobalWIN). GlobalWIN certified to the Select Committee on Ethics (the Committee) that it will pay the necessary expenses related to the travel and that it is neither a lobbyist, nor lobbying firm, nor an agent of a foreign principal, and it is not otherwise acting as a representative or agent of a foreign government. GlobalWIN has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist will accompany you at any point throughout your trip.<sup>2</sup>

Based on information and materials available to the Committee, and assuming the actual travel and travel-related expenses conform to the information and materials you provided, it appears that the proposed payment or reimbursement of necessary expenses for this trip may be accepted under relevant Senate Rules and the Committee's Regulations and Guidelines for Privately-Sponsored Travel, so long as at the time of the payment or reimbursement, GlobalWIN is neither a registered lobbyist nor lobbying firm under the Lobbying Disclosure Act of 1995, nor an agent of a foreign principal under the Foreign Agents Registration Act (and is not otherwise acting as a representative or agent of a foreign government), and provided the travel and all required documents are disclosed to the Secretary of the Senate in accordance with the provisions of Senate Rules 34 and 35.

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel* 

The term "necessary expenses" has a specific definition. See Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel - Glossary of Terms at 8.

<sup>&</sup>lt;sup>2</sup> The term "any point throughout your trip" has a specific definition. See id. at 2.

Certification Form, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) within 30 days of the conclusion of Privately-Sponsored Travel.

Finally, Senate Rule 34 requires a reporting individual,<sup>3</sup> on his or her Financial Disclosure Report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$390 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their Financial Disclosure Report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,

Deborah Sue Mayer

Chief Counsel and Staff Director

Deborah Sun Maryer

Enclosure: Travel Checklist

<sup>&</sup>lt;sup>3</sup> A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$124,406 for CY 2017) or is a political fund designee and is required to file Financial Disclosure Reports.

Date/Time Stamp:

## EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will <u>not</u> be considered or approved. This form <u>must</u> be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler:	VICTORIA FLOOD
Employing Office/Committee:	SENATOR SHELLEY MOORE CAPITO (WV)
Private Sponsor(s) (list all): GLOBAL	WOMEN'S INNOVATION NETWORK (GLOBALWIN)
Travel date(s): OCT 9-11, 2017	
Note: If you plan to extend the t	rip for any reason you must notify the Committee.
Destination(s): SEATTLE, WASHIN	
Explain how this trip is specifically con	nected to the traveler's official or representational duties:
technologically. Seeing first hand the b	the Commerce Committee for Senator Capito, I will benefit from further education be a solution to economic decline. WV is struggling economically and behind benefits of a digital economy, as well as discussions with leaders in this industry, on making policy decisions that will have direct impacts on the state of WV.
Name of accompanying family member Relationship to Employee: Spouse	(if any): N/A  Child
	this form is true, complete and correct to the best of my knowledge:
8-15-2017	Metorici- Cool
(Date)	(Signature of Employee)
TO BE COMPLETED BY SUPERVISING Socretary for the Majority, Secretary for the Majority for the Majorit	SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Minority, and Chaplain):
SHELLEY MOORE CAPIT	hereby authorize
(Print Senator's/Officer's Name)	(Print Traveler's Name)
garage expenses for travel to the event de	to accept payment or reimbursement for necessary transportation, lodging, and scribed above. I have determined that this travel is in connection with his or her older, and will not create the appearance that he or she is using public office for
I have also determined that the attendance of the Senate. (signify "yes" by checking box	of the employee's spouse or child is appropriate to assist in the representation
8-15-2017	Stelley Mone Capita
(Date)	

(Signature of Supervising Senator/Officer)



# GlobalWIN Seattle Senate Staff Delegation Trip October 9-11, 2017

### **Confirmed Delegates**

- 1. Reema Dodin, Floor Director, Democratic Whip, Senator Richard Durbin
- 2. Victoria Flood, Legislative Assistant, Office of Senator Shelley Moore Capito
- 3. Meredith Good-Cohn, Health Research Assistant, HELP Committee
- 4. Narda Jones, Legislative Counsel, Office of Senator Maria Cantwell
- 5. Erika Moritsugu, General Counsel, Office of Senator Tammy Duckworth
- 6. Cheri Pascoe, Professional Staff, Commerce, Science and Transportation Committee
- 7. Sydney Paul, Legislative Counsel, Office of Senator Gary Peters
- 8. Stacy Rich, Staff Director, Office of Senator Patty Murray
- 9. Olivia Trusty, Professional Staff Member, Office of Senator Roger Wicker
- 10. Crystal Tully, Policy Director & Counsel for Communications and Technology, Commerce, Science and Transportation Committee
- 11. Beth Vrabel, Senior Health Counsel, Office of Senator Ron Wyden

ľ	Von	dav.	Octol	ber 9 <sup>th</sup>

6:30 AM Arrive Ronald Reagan Washington National Airport

\*transportation not provided by GlobalWIN

7:30 AM Board Alaska Airlines Flight 1

8:00 AM Depart Washington, DC

11:05 AM Arrive at Seattle-Tacoma International Airport

17801 International Blvd, Seattle, WA

11:15 AM Board Ground Bus Transportation

30-45 minute DRIVE

12:00 PM—1:45 PM Oculus Demo & Discussion on Advancements in Virtual Reality

Facebook Offices

1101 Dexter Ave, Seattle, WA

\*Lunch will be provided

20 minute DRIVE

~2:00PM-3:00PM Hotel Check-In

Thompson Seattle

110 Stewart St, Seattle, WA

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3:45 PM—4:45 PM Welcome Reception & GlobalWIN Introduction by Co-Founder Helen Milby

Thompson Seattle @ The Nest 110 Stewart St, Seattle, WA

5:00 PM Depart for Evening Programming

45-60 minute DRIVE

6:00 PM - 8:00 PM Innovation and Trade Dinner ft. Lori Punke, President of Washington Council on

International Trade

8070 Avalon Drive, Mercer Island, WA

30-45 minute DRIVE

~8:30 PM Return to Thompson Seattle Overnight

Thompson Seattle

110 Stewart St, Seattle, WA

### Tuesday, October 10th

7:45 AM—8:45 AM Breakfast at Hotel

Thompson Seattle,

110 Stewart St, Seattle, WA

\*Use Voucher

8:45 AM Depart Hotel for Programming

30-45 minute DRIVE

9:30 AM—11:00 AM Invention Presentations & Lab Tour of Intellectual Ventures

Intellectual Ventures

14360 SE Eastgate Way, Bellevue, WA

5 minute DRIVE

11:15 AM—12:45 PM Tour & Meeting at T-Mobile Device Validation Lab ft. Kavita Jaswal, Manager, System

**Design and Strategy** 

T-Mobile

3655 131st Avenue, SE, Bellevue, Newport Building 4

30 minute DRIVE

1:15 PM—2:45 PM Roundtable: Conversation with Women in Tech

Microsoft

1 Microsoft Way, Bldg 92, Redmond WA

\*Lunch will be provided

45-60 minute DRIVE

3:30 PM—5:00 PM Amazon Innovation Panel Discussion ft. Melissa Cha, VP of Computer Vision Products and

Kelly Jo MacArthur, VP of Real Estate

Amazon Offices

2021 7th Avenue, Doppler building, Seattle, WA

(drop-off at 2050 6th Ave)

45-60 minute DRIVE

6:00 PM-7:30 PM

Rise of Women & Innovation in Craft Brewing ft. Heather McClung

Schooner EXACT Brewing Company 3901 1st Avenue S, Seattle, WA

~15 minute DRIVE

8:00 PM

**Return to Thompson Seattle Overnight** 

Thompson Seattle

110 Stewart St, Seattle, WA

## Wednesday, October 11

7:00 AM-8:00 AM

Breakfast at Hotel & Hotel Check-Out

Thompson Seattle,

110 Stewart St, Seattle, WA

\*Use Voucher

8:00 AM

**Depart Hotel for Programming** 

15-25 minute DRIVE

8:30 AM—10:00 AM

Coffee Industry: Innovation & Social Impact

Starbucks World HQ

2401 Utah Ave South, Seattle, WA

11:00 AM

Board Ground Transportation & Depart for Tacoma Intl Airport

30-45 minute DRIVE

11:45 AM

Arrive at Tacoma Intl Airport

1:35 PM

Depart on Alaska Airlines Flight 2

9:41 PM EST

Arrive in Washington, DC

DCA Ronald Reagan Washington National Airport

\*transportation not provided by GlobalWIN





## GlobalWIN Seattle Senate Staff Trip October 9-11, 2017

## Delegation

FIRST	LAST	TITLE	OFFICE	EMAIL
Helen	Milby	Co-Founder & Executive Director	GlobalWIN	helen@helenmilby.com
Sarah	Mamula	Senior Director	GlobalWIN	smamula@helenmilby.com
Reema	Dodin	Floor Director	Democratic Whip, Senator Richard Durbin	reema_dodin@durbin.senate.gov
Victoria	Flood	Legislative Assistant	Senator Shelley Moore Capito	victoria_flood@capito.senate.gov
Meredith	Good-Cohn	Health Research Assistant	HELP Committee	meredith_good-cohn@help.senate.gov
Narda	Jones	Legislative Counsel	Senator Maria Cantwell	narda_jones@cantwell.senate.gov
Erika	Moritsugu	General Counsel	Senator Tammy Duckworth	erika_moritsugo@duckworth.senate.gov
Cheri	Pascoe	Professional Staff	Commerce Committee	cherilyn_pascoe@commerce.senate.gov
Sydney	Paul	Legislative Counsel	Senator Gary Peters	Sydney_Paul@peters.senate.gov
Stacy	Rich	Staff Director	Senator Patty Murray	stacy_rich@murray.senate.gov
Olivia <sub>.</sub>	Trusty_	Professional Staff Member	Senator Roger Wicker	olivia_trusty@commerce.senate.gov
Crystal	Tully	Policy Director & Counsel for Communications and Technology	Commerce Committee	crystal_tully@commerce.senate.gov
Beth	Vrabel	Senior Health Counsel	Senator Ron Wyden	beth_vrabel@finance.senate.gov

## **Speaker & Event Contact Details**

(listed in order of event)

## Oculus Demo + Facebook Tour Brooke Oberwetter

Manager, External Affairs, Facebook w: 202.527.9626 | <u>brookeob1@fb.com</u>

## Trade Dinner Lori Otto Punke

(host + speaker)
President, Washington Council on International Trade
w: 206.318.6287 | c: 206.390.7354

lori@lopstrategies.com

#### Jaclyn Mason

Consul and Head of Trade & Investment, Dept for International Trade

British Consulate General San Francisco

w: 415.617.1360 | c: 415.297.1330

jaclyn.mason@fco.gov.uk

### Mary-Eve McNerney

US Tech Policy Coordinator + Deputy Consul General San Francisco British Consulate General San Francisco w: 415.359.7124 | <u>Mary-Eve.Mcnerney@fco.gov.uk</u>

#### Taldi Walter

Community Affairs Program Manager, REI w: 253.395.5928 | c: 253.395.8135 tawalte@rei.com

\*for any other guest inquiries, please reach out to Lori Otto Punke directly.

### Lab Tour of Intellectual Ventures

Megan Bettilyon

Senior Manager, Research & Policy, Intellectual Ventures <u>mbettilyon@intven.com</u>

#### Cindi Merifield

President, R2P Strategies w: 202.857.9608 | c: 202.213.1517 cindi@r2pstrategies.com

## Tour & Meeting at T-Mobile Device Validation Laura McPherson

Director, Federal Legislative Affairs, T-Mobile w: 202.654.5949 | <u>Laura.McPherson@T-Mobile.com</u>

## Roundtable: Conversation with Women in Tech Cristin Goodwin

Assistant General Counsel, Cybersecurity
Corporate, External and Legal Affairs, Microsoft
W: 425.538.3833 | c: 202.390.4711
CGoodwin@microsoft.com

#### . Jaqueline F. Beauchere

Chief Online Safety Officer, Regulatory Affairs | Legal & Corporate, Microsoft W: 425.706:1642 | c: 425.503.4655

JBeau@microsoft.com

### Barbara Olagaray Gatto

Senior Director, Global Government Affairs, Microsoft W: 425.538.2216 | c: 425.753.3009

<u>Barbarog@microsoft.com</u>

## <u>Amazon Innovation Panel Discussion</u>

Ashleigh de la Torre

Senior Manager, Public Policy, Amazon W: 202.442.2922 | c: 202.510.1199 ashdlt@amazon.com

### Naomi Duprey

Program Manager, Amazon (Seattle-based) ndduprey@amazon.com

# Rise of Women & Innovation in Craft Brewing Heather McClung

Owner/Manager, Schooner EXACT Brewing Company heather@schoonerexact.com

# Coffee Industry: Innovation & Social Impact Zulima Espinel

Vice President, Global Public Policy, Starbucks zespinel@starbucks.com



May 24, 2017

Victoria Flood Legislative Assistant The Office of Senator Shelley Moore Capito United States Senate Via Email

Dear Ms. Flood,

The Global Women's Innovation Network (GlobalWIN) invites you to join us for a 1.5 day delegation trip to Seattle, Washington, taking place October 9-11, 2017. We plan to leave for Seattle on Monday morning, October 9 (Columbus Day) to begin programming in the afternoon. Events will continue through the evening, and the next day, concluding on the evening of October 10. You will depart Seattle before lunchtime, Wednesday, October 11, returning to Washington D.C before 10:00 PM EST.

Although we are in the early planning stages, we will confirm policy discussions and site visits with companies at the forefront of innovation, as well as with female leaders in communications, and other senior executives working on issues related to telecommunications, on-demand economy, trade, and privacy. Your work on these topics and active participation in our discussions will be a great asset to our delegation, which will include senior staff from both Republican and Democratic Senate offices.

As you know, GlobalWIN was founded in 2009 as an educational, nonpartisan 501(c)(3) non-profit organization. With honorary co-chairs Congresswoman Martha Roby and Congresswoman Debbie Wasserman Schultz, GlobalWIN provides a dynamic forum for women executives and thought leaders in academia, government, and business who are passionate about innovation and its potential to advance critical policy issues. GlobalWIN is dedicated to helping women in these fields and related policy debates by providing opportunities to: 1) recognize their contributions to innovation and related policy debates; 2) share their views & engage publicly; 3) access resources that might not otherwise be readily available to accomplish these objectives; 4) broaden their network across areas of expertise and beyond our borders.

GlobalWIN offers to cover your travel and meal expenses related to the trip, in compliance with the rules under Senate ethics laws. GlobalWIN has a record of successful Congressional Staff delegation trips, including House Staff trips to London in 2013, Brussels in 2014, Dublin in 2015, NYC in 2016, and London again this year and a Senate Staff trip to NYC in 2016.

To ensure timely submission of ethics materials to the appropriate committees by Friday, September 8, please at your earliest convenience if you are interested in participating on the trip by calling our office at 202-548-0021 or sending an email to smamula@helenmilby.com.

Sincerely,

Helen-Milby

**Executive Director, GlobalWIN** 

Sarah Mamula

Program Director, GlobalWIN

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee MUST also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1.	Sponsor(s) of the trip (please list all sponsors):
	Global Women's Innovation Network (GlobalWIN)
2.	Description of the trip: see attached.
3.	Dates of travel: Monday, October 9, 2017 Wednesday, October 11, 2017
4.	Place of travel: Seattle, Washington
5.	Name and title of Senate invitees: see attached.
6.	I certify that the trip fits one of the following categories:
	(A) The sponsor(s) are not registered lobbyists or agents of a foreign principal <u>and</u> do not retain or employ registered lobbyists or agents of a foreign principal <u>and</u> no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
	(B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (see question 9).
7.	I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
	I certify that the sponsor or sponsors will not accept funds or in kind contributions acceptable at the sponsor.
	I certify that the sponsor or sponsors will not accept funds or in-kind contributions carmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
3.	I certify that:
	The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for de minimis lobbyist involvement.
	The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (see question 9).

9.	USE ONLY IF YOU CHECKED QUESTION 6(B)  I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a
	foreign principal, one of the following scenarios applies:
	(A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member officer, or employee on any segment of the trip.
	(B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).
	(C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip.
10.	USE ONLY IF YOU CHECKED QUESTION 9(B) If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:
	N/A
11,	An itinerary for the trip is attached to this form. I certify that the attached itinerary is a detailed (hourby-hour), complete, and final itinerary for the trip.
12.	Briefly describe the role of each sponsor in organizing and conducting the trip:
	see attached.
	•
-13.	Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission: see attached.
	•
14.	Briefly describe each sponsor's prior history of sponsoring congressional trips:  see attached.

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Total Expenses for E	Each Participant:			
ţ				<u> </u>
	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expense
			- DAPCHISCS	. Expense
☑ Good Faith	\$425 RT Alaska Air Flight	\$205/night x 2 nights = \$410	M&IE = \$185	N/A
estimate	\$375 Ground Bus	(pre tax & fees)	(\$55.50 for 1st and last day of	
□ A atual	Transportation	((*************************************	travel + \$74)	
Amounts	\$800			
participation or b) the congressional particip	•	hat is arranged or or	ganized <i>specifically wi</i>	ith regard to
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21.	Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:				
	Through budgeting and planning, daily expenses for lodging, meals and incidentals will be in				
	accordance to the maximum per diem rates for official Government travel.				
22.	Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:				
	see attached.				
23. 24.	I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).  List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:				
	N/A				
25.	I hereby certify that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):  Signature of Travel Sponsor:  Name and Title: Helen Milby, Co-Founder & Executive Director				
	Name of Organization: Global Women's Innovation Network				
	Address: 233 Pennsylvania Ave, SE 2nd FLoor, Washington, DC 20003				
	Telephone Number: 202.548.0021				
	Fax Number:				
	E-mail Address: helen@helenmilby.com				

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### GlobalWIN Seattle Senate Staff Delegation Trip October 9-11, 2017

### **!tinerary\***

Monday, October 9	
8:00 AM	Depart on Alaska Airlines Flight 1
11:05 AM	Arrive at Seattle–Tacoma International Airport 17801 International Blvd, Seattle, WA
11:15 AM	Board Ground Bus Transportation
30 minute DRIVE	

Tour & Presentation on Advancements in Virtual Reality Oculus, 1531 Utah Ave S, Seattle, WA

To stay on the leading edge of technological innovation, the world's tech giants, including Facebook, are constantly expanding their operations and trying to tap into new revenue streams, such as virtual reality. During a visit to Oculus, acquired by Facebook in 2014, the delegation will see the latest in virtual reality advancements.

20 minute DRIVE

12:00 PM - 1:45 PM

~2:00 PM—3:00 PM Hotel Check-In

Thompson Seattle, 110 Stewart St, Seattle, WA

3:45 PM - 5:00 PM Welcome Reception

Thompson Seattle, 110 Stewart St, Seattle, WA

5:00 PM Depart on for Evening Programming

45-60 minute DRIVE

6:00 PM - 8:00 PM Innovation and Trade Dinner ft. Lori Punke, President of Washington Council on

> International Trade Seattle Location TBA

International trade touches every corner of Washington State. Walla Walla wines are exported to Japan while Seattle retailers source clothes and shoes from Vietnam; Redmond software is used in France, Spokane lentils are eaten in India, and Everettassembled airplanes fly around the world. In fact, 40% of Washington jobs are tied to international trade! President of the WCIT, Lori Otto Punke, will join GlobalWIN for a conversation on trade. Lori leads advocacy efforts to increase Washington's

<sup>\*</sup> Schedule subject to change.

international competitiveness and oversees the management and growth of WCIT. She is also the founder and principal of LOP Strategies. Lori previously held a variety of senior public affairs positions at Starbucks Coffee Company and Microsoft Corporation, and has served as a senior policy advisor to U.S. Senate leadership. Lori earned her B.A. from George Washington University and studied international relations and political science in London and Madrid.

45-60 minute DRIVE

8:45 PM

Return to Thompson Seattle Overnight

Thompson Seattle, 110 Stewart St, Seattle, WA

Tuesday, October 10

7:45 AM---8:45 AM

**Breakfast at Hotel** 

Thompson Seattle, 110 Stewart St, Seattle, WA

8:50 AM

**Depart Hotel for Programming** 

*30-40 minute DRIVE* 

9:30 AM—11:00 AM Lab Tour of Intellectual Ventures Intellectual Ventures, 3150 139th Ave SE, Bellevue, WA

Intellectual Ventures has 87,000 square feet of workspace that includes dedicated photonics, nanotechnology, electronics, environmental testing, metallurgical analysis, physics, chemistry and biology labs, as well as a state-of-the-art instrument shop and mosquito insectary. Intellectual Ventures Laboratory discovers, invents, and develops advanced technology solutions in a wide variety of fields. They focus on the very beginning stages of invention, validating a concept and refining the technology to demonstrate its potential for commercial or humanitarian use.

5 minute DRIVE

11:15 AM—12:45 PM Tour & Meeting at T-Mobile Innovation Lab 3625 132nd Ave SE, Bellevue, WA

During this event, GlobalWIN will get a glimpse of T-Mobile's newly-opened Innovation Lab, where the company is hosting 5G trials and doing more device testing. Potential issues of discussion include 5G, Internet of Things, Spectrum and phone optimization.

Commute TBA

1:15 PM—2:45 PM

The Future of Work Presentation ft. LinkedIn

**Location TBA** 

What does the future of work look like in a digital age? And what can be done to ensure that this new digital economy benefits everyone? Looking at data gathered and published on a monthly basis by LinkedIn, the event will include insights into hiring, skills gaps, and migration trends across the United States.

Commute TBA

3:30 PM—5:00 PM

Innovation Panel Discussion ft. Women Leaders from Amazon Amazon Offices, Bldg TBA, 410 Terry Ave N, Seattle, WA

Listed as Fast Company's 'Most Innovative Company of 2017,' our delegation will have the opportunity to meet with top women leaders at Amazon for a discussion on innovation and female leadership at Amazon.

30 minute DRIVE

5:30 PM—7:30 PM

Role of Women & Innovation in Craft Brewing ft. Heather McClung, President of

**Washington Brewers Guild** 

Schooner EXACT Brewing Company 3901 1st Ave S, Seattle, WA

In 2014, a Stanford University study found that out of 1,700 active breweries surveyed, only 4% had a female head brewer or brewmaster. However, women have long held influential roles in all aspects of beer making. They were the principal brewers for centuries and, were responsible for introducing hops to the malty brew. Today, with the Northwest craft beer renaissance, more and more women are taking the lead at local breweries as brewers, bottlers, sales people and owners. Through this event, we will highlight women's historic role in beer and discuss how women are shaping today's craft beer resurgence. For example, Seattle's Stoup Brewing co-owner, Robyn Schumacher, is an owner, brewer, taproom manager and, since passing the test in 2012, a certified cicerone — the first-ever female cicerone in Washington state.

15 minute DRIVE

8:00 PM

Return to Thompson Seattle Overnight Thompson Seattle, 110 Stewart St, Seattle, WA

### Wednesday, October 11

8:00 AM-9:00 AM

Breakfast at Hotel & Check-Out

Thompson Seattle, 110 Stewart St, Seattle, WA

15-25 minute DRIVE

9:30 AM-11:00 AM

Innovation, Sustainability, and the Global Coffee Industry Starbucks Corporate Office, 2401 Utah Ave S, Seattle, WA

The coffee sector is continually innovating. Recent innovations across the industry include new roasting and brewing techniques that led to cold brew and single serve coffees. Additionally, companies have increased consumer engagement through creative retail shops offering everything from hands-on technology to fully compostable cups. Innovation in coffee also includes researchers developing new varieties and improved practices, as well as small-scale farmers adopting those varieties and experimenting with new techniques on their farms. During this event, GlobalWIN and our official delegation will meet with Starbucks to learn more details about how the company has maintained its competitive advantage through innovation.

30-40 minute DRIVE

11:45 AM

**Arrive at Tacoma Intl Airport** 

, 1:35 PM

Depart on Alaska Airlines Flight 2

9:41 PM

Arrive in Washington, DC

DCA Ronald Reagan Washington National Airport

## PRIVATE SPONSOR TRAVEL CERTIFICATION FORM Attachment

2. As a part of its annual programming, GlobalWIN will host an educational trip to Seattle, Washington October 9-11, 2017. GlobalWIN will be bringing 10 Senate Staff Members from Republican and Democratic Offices to Seattle, Washington on Monday October 9th for approximately two days of intensive programming on an array of issues including trade, telecommunications, innovation and female leadership. Our stay Seattle will combine all tiers of GlobalWIN programming and provide participants the rare opportunity to grow professionally, while connecting with experts and leaders outside of Washington, DC.

- 5. GlobalWIN Delegation Invitees (in no particular order):
  - Narda Jones, Legislative Counsel, Office of Senator Maria Cantwell
  - Cynthia Pullom, Counsel, Office of Senator Chris Murphy
  - Sydney Paul, Legislativé Counsel, Office of Senator Gary Peters
  - 4. Victoria Flood, Legislative Assistant, Office of Senator Shelley Moore Capito
  - 5. Olivia Trusty, Professional Staff Member, Office of Senator Roger Wicker
  - 6. Kristi Thompson, Professional Staff, Senate HELP Committee
  - 7. Crystal Tully, Commerce Subcommittee on Communications, Technology, Innovation and the Internet
  - 8. Kara Van Stralen, Sr. Policy Advisor, Transportation & Innovation, Office of Senator Maggie Hassan
  - 9. Anna Taylor, Tax and Trade Counsel, Office of Senate Democratic Leader Chuck Schumer
  - 10. Leslie Hylton, Legislative Counsel, Office of Senator Al Franken
  - 11. Stacy Rich, Staff Director, Office of Senator Patty Murray
  - 12. Elizabeth Falcone, Legislative Director, Office of Senator Mark Warner
  - 13. Greta Peisch, International Trade Counsel, Senate Finance Committee
  - 14. Jamie Susskind, Telecom Legislative Counsel, Office of Senator Deb Fischer
  - 15. Natalie Rogers, Deputy Chief of Staff, Office of Senator Cory Gardner
  - 16. Rita Lari, Judiciary Counsel, Office of Senator Chuck Grassley
  - 17. Scarlet Doyle, Legislative Assistant, Office of Senator Dean Heller
  - 18. Lauren Reamy, Legislative director, Office of Senator Marco Rubio
  - 19. Maria Price, Counsel, Office of Senator Kirsten Gillibrand
  - 20. Jennifer MacLellan, Deputy Chief of Staff, Office of Senator Jeanne Shaheen
  - 21. Emily Spain, Legislative Director, Office of Senator Tom Carper
  - 22. Lara Muldoon, Senior Economic Advisor, Office of Senator Amy Klobuchar
  - 23. Reema Dodin, Floor Director, Office of Senator Richard Durbin
  - 24. Brooke Ericson, Deputy Chief Counsel for Homeland Security, Senate Committee on Homeland Security and Governmental Affairs
  - 25. Susie Quinn, Chief of Staff, Office of Senator Bill Nelson
  - 26. Simone Hall, Legislative Assistant, Senate Committee on Commerce, Science, & Transportation
  - 27. Manisha Singh, Chief Counsel & Senior Policy Advisor, Office of Senator Dan Sullivan
  - 28. Anna Yu, Legislative Assistant, Office of Senator Richard Blumenthal
  - 29. Laura Hatalsky, Legislative Director, Office of Senator Catherine Cortez Masto
  - 30. Betsy Lin, Chief of Staff, Office of Senator Mazie Hirono
  - 31. Erika Moritsugu, General Counsel, Office of Senator Tammy Duckworth
  - 32. Susan Wheeler, Chief of Staff, Office of Senator Mike Crapo
  - 33. Lakecia Foster, Economic Policy Advisor, Office of Senator Richard Durbin
  - 34. Anne Knapke, Legislative Director, Office of Senator Amy Klobuchar
  - 35. Meredith Good-Cohn, Health Research Assistant, House Committee on Health, Education, Labor, and Pensions

12. GlobalWIN is organizing and financially supporting all aspects of this trip, including all travel logistics, meetings, speakers, and panel discussions throughout the hours of official programming. GlobalWIN is the sole organizing and financial sponsor of this trip, and will be covering all costs incurred by our delegation of Senate staffers.

Co-chaired by Congresswoman Martha Roby (R-AL) and Congresswoman Debbie Wasserman Schultz (D-FL), GlobalWIN is a bipartisan 501(c)(3) organization that provides a dynamic forum for women who are passionate about innovation. We have built and continue to expand this powerful network of executives and thought leaders in academia, government, and business, who work in innovation-driven fields. GlobalWIN provides an important forum for female leaders to grow personally and professionally, while contributing to key policy debates.

GLOBALWIN PROGRAMMING: GlobalWIN highlights the important role of women in innovation through three programming silos:

- 1. Monthly Policy Events & Annual Innovation Luncheon: GlobalWIN features leaders in academia, government, and business, who have made significant contributions in STEM and related fields to educate our audience on policy issues associated with global innovation and strategies for addressing them.
- 2. Career Development: GlobalWIN provides opportunities and support for women, both entering into and advancing within innovation fields, through continuing educational opportunities and mentoring programs.
- 3. Educational Trips & Global Partnership Building: Through educational trips, GlobalWIN builds cooperative partnerships with like-minded organizations, such as the European Network for Women in Leadership, based in Paris, and the 30 Percent Club chapter in Dublin. GlobalWIN aims to foster global cooperation among women on the key issues related to innovation, technology, and economic growth.

GlobalWIN will touch on all three of its programming silos by hosting this trip to Seattle, WA. Our Delegation will discuss policy issues throughout the trip, connect with peers from across the aisle fostering an atmosphere of bipartisanship, cooperation and personal network-building. Additionally, this trip will build upon partnerships with GlobalWIN's Seattle network.

- 13. As previously stated, this trip aligns with GlobalWIN's mission to provide a vital forum for female leaders to grow personally and professionally, while contributing to key policy debates. The programming reflects the organization's commitment to celebrate and bring visibility to women working in innovation-related fields. GlobalWIN is travelling to Seattle to meet with female leaders in the public and private sector to discuss issues related to innovation including, virtual reality, women-led invention, the future of work, international trade, and Internet of Things.
- 14. In June 2016, GlobalWIN hosted a successful Senate Staff Delegation trip to New York City. Furthermore, GlobalWIN has a record of successful Congressional delegation trips with staff from the U.S. House of Representatives, including:

Paris and Strasbourg in 2012,

Dublin in 2015,

London in 2013,

NYC in 2016,

Brussels in 2014,

And London in May 2017.

- 15. As noted earlier, GlobalWIN is a local bipartisan nonprofit organization. GlobalWIN hosts 1-3 free events per month in Washington, DC focused on career development, networking, and relevant policy discussions. These events range in size from 20 people to over 100 people, and have featured Members of Congress and the Obama and Trump Administrations, senior policy advisors and staff members from both the House and the Senate, and private sector leaders working on issues related to technology and innovation policy.
- 18. As a hub for technology, trade and commerce, with direct flights available from Washington, D.C., Seattle is a natural choice for a trip to discuss all things related to innovation. Through a diverse schedule of events, GlobalWIN will make the most of our short time in Seattle.

22. To allow for efficient transportation and maximum time in Seattle for programming, the GlobalWIN Senate Delegation will take a direct RT flight on Alaska Air. All Staff will be seated in Economy/Coach class, as is deemed reasonable to the Senate Select Committee on Ethics' Regulations and Guidelines for Privately-Sponsored Travel.



# GlobalWIN Seattle Senate Staff Delegation Trip October 9-11, 2017

### **Confirmed Delegates**

- 1. Reema Dodin, Floor Director, Democratic Whip, Senator Richard Durbin
- 2. Victoria Flood, Legislative Assistant, Office of Senator Shelley Moore Capito
- 3. Meredith Good-Cohn, Health Research Assistant, HELP Committee
- 4. Narda Jones, Legislative Counsel, Office of Senator Maria Cantwell
- 5. Erika Moritsugu, General Counsel, Office of Senator Tammy Duckworth
- 6. Cheri Pascoe, Professional Staff, Commerce, Science and Transportation Committee
- 7. Sydney Paul, Legislative Counsel, Office of Senator Gary Peters
- 8. Stacy Rich, Staff Director, Office of Senator Patty Murray
- 9. Olivia Trusty, Professional Staff Member, Office of Senator Roger Wicker
- 10. Crystal Tully, Policy Director & Counsel for Communications and Technology, Commerce, Science and Transportation Committee
- 11. Beth Vrabel, Senior Health Counsel, Office of Senator Ron Wyden

### Monday, October 9th

6:30 AM	Arrive Ronald Reagan Washington National Airport
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\*transportation not provided by GlobalWIN

7:30 AM Board Alaska Airlines Flight 1

8:00 AM Depart Washington, DC

11:05 AM Arrive at Seattle-Tacoma International Airport

17801 International Blvd, Seattle, WA

11:15 AM Board Ground Bus Transportation

30-45 minute DRIVE

12:00 PM—1:45 PM Oculus Demo & Discussion on Advancements in Virtual Reality

Facebook Offices

1101 Dexter Ave, Seattle, WA

\*Lunch will be provided

20 minute DRIVE

~2:00PM-3:00PM Hotel Check-In

Thompson Seattle

110 Stewart St, Seattle, WA

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3:45 PM—4:45 PM Welcome Reception & GlobalWIN Introduction by Co-Founder Helen Milby

Thompson Seattle @ The Nest 110 Stewart St, Seattle, WA

5:00 PM Depart for Evening Programming

45-60 minute DRIVE

6:00 PM - 8:00 PM Innovation and Trade Dinner ft. Lori Punke, President of Washington Council on

International Trade

8070 Avalon Drive, Mercer Island, WA

30-45 minute DRIVE

~8:30 PM Return to Thompson Seattle Overnight

Thompson Seattle

110 Stewart St, Seattle, WA

### Tuesday, October 10th

7:45 AM-8:45 AM Breakfast at Hotel

Thompson Seattle,

110 Stewart St, Seattle, WA

\*Use Voucher

8:45 AM Depart Hotel for Programming

30-45 minute DRIVE

9:30 AM—11:00 AM Invention Presentations & Lab Tour of Intellectual Ventures

Intellectual Ventures

14360 SE Eastgate Way, Bellevue, WA

5 minute DRIVE

11:15 AM—12:45 PM Tour & Meeting at T-Mobile Device Validation Lab ft. Kavita Jaswal, Manager, System

**Design and Strategy** 

T-Mobile

3655 131st Avenue, SE, Bellevue, Newport Building 4

30 minute DRIVE

1:15 PM—2:45 PM Roundtable: Conversation with Women in Tech

Microsoft

1 Microsoft Way, Bldg 92, Redmond WA

\*Lunch will be provided

45-60 minute DRIVE

3:30 PM—5:00 PM Amazon Innovation Panel Discussion ft. Melissa Cha, VP of Computer Vision Products and

Kelly Jo MacArthur, VP of Real Estate

Amazon Offices

2021 7th Avenue, Doppler building, Seattle, WA

(drop-off at 2050 6th Ave)

45-60 minute DRIVE

6:00 PM--7:30 PM

Rise of Women & Innovation in Craft Brewing ft. Heather McClung

Schooner EXACT Brewing Company

3901 1st Avenue S, Seattle, WA

~15 minute DRIVE

8:00 PM

**Return to Thompson Seattle Overnight** 

Thompson Seattle

110 Stewart St, Seattle, WA

Wednesday, October 11

7:00 AM-8:00 AM

Breakfast at Hotel & Hotel Check-Out

Thompson Seattle,

110 Stewart St, Seattle, WA

\*Use Voucher

8:00 AM

**Depart Hotel for Programming** 

15-25 minute DRIVE

8:30 AM—10:00 AM

Coffee Industry: Innovation & Social Impact

Starbucks World HQ

2401 Utah Ave South, Seattle, WA

11:00 AM

**Board Ground Transportation & Depart for Tacoma Intl Airport** 

30-45 minute DRIVE

11:45 AM

Arrive at Tacoma Intl Airport

1:35 PM

Depart on Alaska Airlines Flight 2

9:41 PM EST

Arrive in Washington, DC

DCA Ronald Reagan Washington National Airport

\*transportation not provided by GlobalWIN

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